



GAO

ADP DATA LINES

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**ADP ADMINISTRATION - GS&C OFFICE OF INFORMATION SYSTEMS AND SERVICES
U.S. GENERAL ACCOUNTING OFFICE**

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DATA LINES is routinely sent to GAO ADP Representatives/ TAG Managers, and CAPS Coordinators. If you are not on our mailing list, and would like to receive DATA LINES, please contact Mike Resser, Assistant Editor.

We do not intend this forum to be a one way street. We solicit comments and articles on any area of ADP which staff members feel are important enough to be disseminated throughout GAO. Please direct all inquires, comments, suggestions, and articles to Len Bahlman, ADP Administrator, or Mike Resser, Assistant Editor, Room 4131, (Phone 275-6126).

PLEASE ROUTE TO ALL STAFF MEMBERS INVOLVED IN ADP APPLICATIONS

NOTE FROM THE DIRECTOR,

OFFICE OF INFORMATION SYSTEMS AND SERVICES

Marju Parming

During the past year, it has been more and more apparent that a need for a regular mechanism for communicating administrative and technical information to the GAO ADP community existed. To fulfill this need, in February, 1983, ADP Administration of this office published its first issue of GAO ADP DATA LINES. I am pleased to report that there has been substantial positive feedback regarding both the format and the content of DATA LINES, and praise for the prime initiators, Len Bahlman and Mike Resser of OISS. ADP Administration will attempt to publish DATA LINES on a bi-monthly basis in the future, and will be addressing a wide variety of issues related to computer services and systems within the Agency. I would like to encourage your comments and suggestions for topics for future issues of DATA LINES. Some ADP users may wish to consider submitting candidate articles and/or general technical notes for inclusion in DATA LINES. If so, please forward your submission to Len Bahlman, Editor, and every attempt will be made to address your topic or publish your article.

The Office of Information Systems and Services has the responsibility for the management of the GAO Documents Data Base, which captures information on GAO's written products; GAO's office automation (MICOM) services; and fulfilling requests for ADP services and equipment. We are constantly assessing the services provided to the Agency in these areas, and I would very much appreciate receiving your suggestions or comments concerning them to aid our planning in the future.

ADP NOTES - GENERAL ADP INFORMATION

ADP Representatives Serve as Primary Points of Contact. GAO Divisions/Offices/Regions have designated a single individual within their organizations to coordinate ADP activities, manage ADP resources, authorize ADP expenditures on behalf of the division/office/regional director or manager, and to serve as the liaison to OISS ADP Administration. A listing of current ADP Representatives may be found in the GAO Telephone Directory, and also on page 18 of this issue of DATA LINES. Central division/office management of ADP resources is essential with the large volume of ADP requests and invoices which must be processed each month. ADP Administration therefore regrets that it is unable to send to individual users copies of ADP invoices, budget/expenditure reports, etc. Users having a need for this information should contact the ADP Representative in their division/office.

ADP Equipment Inventory. As this issue of ADP DATA LINES went to press, the annual GAO ADP Inventory was in full swing. The annual inventory of ADP equipment in GAO is important for several reasons:

- It enables management to monitor the location and usage of all leased and owned ADP equipment,
- It enables ADP Administration to minimize loss of ADP equipment, and
- It enables ADP Administration to plan for the acquisition of ADP equipment in the Agency.

This year's inventory is being conducted somewhat differently from the one performed last year. On April 29, 1983 an inventory survey package was sent to all division/office ADP Representatives. The inventory survey package contained a cover memo, printouts listing the leased and owned ADP equipment which ADP Administration records indicate is assigned to each division/office/region, detailed instructions on how to respond to the inventory, and supplementary information sheets.

ADP Representatives are now in the process of surveying their ADP equipment and submitting their reports to ADP Administration. When the information is received in OISS, it will be analyzed, and used to correct/update GAO records. When all inventory data have been entered into our inventory record system, a corrected/updated equipment list will be sent to each ADP Representative. The deadline for return of the inventory information is May 31, 1983. The inventory information should be sent to ADP Administration, Room 4131, Attention, Mike Resser. If you have any questions regarding the inventory or need assistance, please contact Mike Resser on 275-6080, or

via CAPS EMAIL message sent to the ADP Administrator's account (GAO.L.Bahlman).

CAPS Documentation. Over the past few months, a number of CAPS/AMPS manuals have been issued or rewritten. They may be helpful to CAPS users and can be obtained from your division/office CAPS Coordinator, or the CAPS Hotline, 633-0710.

TITLE	DATE OF ISSUE
- Report Subsystem User's Guide	April 1983
- AMPS Report Generator Program "Automatic Reports"	April 1983
- AMPS/System 1022-Basic, Intermediate and Advanced Queries	April 1983
- AMPS Data Dictionary	February 1983
- AMPS Data Dictionary Cross Reference	February 1983
- Job Updating Data Entry User's Training Guide	March 1983

CAPS User Meeting Schedule. CAPS user meetings for the remainder of the fiscal year are as follows;

<u>Date of Meeting</u>	<u>Location</u>
June 23, 1983	To Be Announced
August 16, 1983	To Be Announced
September 27, 1983	To Be Announced

Special meetings may be announced as necessary. The purpose of CAPS user meetings is to relay important information regarding CAPS, as well as to offer a means to discuss user concerns and suggestions about the system. All CAPS Coordinators, data technicians, and concerned CAPS users are welcome to attend. Contact John Merryman in ADP Administration, 275-6213, to place items on the agenda.

EDS/OSD On-Line Billing. EDS/OSD has developed an on-line billing system for all GAO accounts. The on-line billing system reflects all billable items, with the exception of manual entries (documentation, billable technical assistance, training courses, etc.). The on-line billing information is updated daily, and manual entries are posted to the on-line billing system at the end of each month, when invoices are prepared.

EDS/OSD has developed two versions of the on-line billing system. A long version shows both resource usage year-to-date, changes month-to-date and year-to-date, as well

as percentage of funding limit used; the short version will display only the charges and percentage of funding limit used. Users should include the following "Set Commands" in their WYLBUR Profile to access the on-line billing systems:

Long Version:

SET CMD FUNDLONG:CALL FROM &&&SYS4.GAO.ONLILONG.MACROLIB ON CAT

Short Version:

SET CMD FUND:CALL FROM &&&SYS4.GAO.ONISHORT.MACROLIB ON CAT

Change In ADP Complaint Form Number. In the April issue of DATA LINES, we introduced the GAO ADP Vendor Problem/Complaint Form. At that time it was listed as OISS Form 104. The form number has been changed. This form is now **GAO Form 86**, and the form is available from the GAO Storeroom.

Certain ADP Supplies to be Available From GAO Storeroom. ADP Administration is currently analyzing requests for ADP supplies received by this office in FY 1983. During FY 1984 we will attempt to have available through the GAO Storeroom items which are frequently requested by multiple users in the Agency, or which are requested repeatedly in high volume. If there are items which you feel should be placed in the storeroom, please contact Mike Resser, ADP Administration, Room 4131. As soon as we have determined what the final list of ADP supply items is, we will advise you of the items that will be available from the storeroom, and the procedures for obtaining these supplies. We hope in this way to minimize the time required to obtain selected, often used ADP supplies.

ADP Training Schedule. According to Paul Lazar, Office of Organization and Human Development (OOHD), Training Branch, the schedule for obtaining DYL and SPSS teleprocessing training is as follows:

23 - 24 May	Computer Data Analysis: Update on SPSS-X basics for experienced users of SPSS.
20 - 24 June	Computer Data Analysis: Basic SPSS-X for new users.
27 June - 1 July	Beginners DYL-260: Cancelled.

- 18 - 22 July Computer Data Analysis: Expanded SPSS-X for people who have been to May, June, or other SPSS-X class.
- 25 - 29 July Beginners DYL-280: For regional offices, GGD, and HRD.
- 22 - 26 August Beginners DYL-280: For headquarters.
- 12 - 26 Sept. Beginners DYL-280: For regional offices (Advanced DYL-260 cancelled).

Staff members should consult their training coordinator for information about enrolling in the classes. If you have any questions about the courses, contact Paul Lazar, Training Branch, (FTS) 275-6056.

Televideo CRT Problem Reported by Los Angeles Regional Office. Dave Ireland of the Los Angeles Regional Office has reported to ADP Administration that his office has been experiencing a problem with the Televideo TVI 925 CRT. In choosing this terminal Los Angeles was trying to strike a happy medium between efficient equipment and low lease costs. Initially the TVI 925 CRT appeared to meet these requirements in that it:

- is cheaper to lease (a DEC VT 131 with comparable features is almost twice as costly to lease),
- has a green screen with reverse video (capable of black to green or green to black imagery),
- has a detachable keyboard, and
- has software controlled switches (enables a user to easily change transmission mode - duplex/half duplex, baud rate, parity, etc.).

The problem Los Angeles found is that the TVI 925 (and the TVI 920 and 970 terminals) cannot print out programmer/user commands in the half duplex mode. For example, if a user inputs "LIST FILE A", the printer will provide the requested output, but not print the command "LIST FILE A". This makes identification of output difficult for users.

Los Angeles contacted the vendor of the the TVI, and complained about this situation. The vendor reported that they had received a number of complaints of this type from many Government users. The U.S. Air Force, a user of numerous TVI 920's, was among those complaining of the print command shortcoming. The vendor and the Air Force worked out an agreement whereby the vendor agreed to modify the TVI 920's used by the Air Force to solve the problem.

The vendor has now loaned Los Angeles, on a trial basis, one of the TVI 920's which has been modified to the Air Force specifications. However, the TVI 920 does not have all the positive features of the TVI 925 (e.g. reverse video, green screen, software switches, detachable keyboard).

Dave Ireland reported that the vendor is negotiating with the manufacturer of the TVI to have their latest terminal, the TVI 970, modified with a special chip to meet user print requirements. At the present time, a modified product is still some months away. DATA LINES will continue to follow this story as it develops. In the meantime, if you are considering ordering a TVI CRT, you should be aware of the present problem.

Use of Personally Owned ADP Equipment for GAO Work Under Study by Office of General Counsel. GAO's Office of General Counsel (OGC) is currently studying the question of GAO employees using personally owned ADP equipment (i.e. microcomputers) to perform GAO-related tasks in the work place. OGC will be assessing issues related to damage, loss, and theft. As soon as OGC completes its work, DATA LINES will advise you of the results. GAO staffers who are considering using their own ADP equipment for GAO work on-site should consult GAO Order 0267.1, Settlement of Claims Under the Military Personnel and Civilian Claims Act of 1964, as Amended, 31, U.S.C. 3271.

HP Manuals Distributed. ADP Administration distributed HP Manuals to all requestors during the week of May 9, 1983. The Hewlett-Packard Manuals detail the technical features of the HP2649A Terminal, used throughout GAO. Any requestors who have not received their manuals should contact John Merryman, CAPS Coordinator, on 275-6213.

Data Set Migration (Update). As mentioned in the April issue of DATA LINES, GAO has been working with COMNET and EDS/OSD to set up a data set migration system similar to the system at NIH. The migration systems are now in place at COMNET and EDS/OSD. Procedures are as follows:

- COMNET and EDS/OSD will automatically archive all disk data sets which have not been referenced for 45 days. The ARCHIVE function will copy to tape, and scratch and uncatalog user data sets which start with the GAO identifier (e.g. COMNET - "QW--", EDS/OSD - "G-") and have not been opened for read or write access in the specified time period of 45 days. Data sets migrated will be recorded in an ARCHIVE control file.
- Users may restore any data set from the ARCHIVE control file by dynamically allocating space, and copying and cataloging the data set to an acceptable device type.
- Users may list, on request, all data sets that have been archived and the data set name and volume-serial number of the tape(s) where the data set is stored. To do so, for COMNET input the command PRINT ARCHIVE. For EDS/OSD, input the command PRINT ARCHIVE.

GAO plans to put these migration procedures into effect by June 1, and cautions users to review their disk storage now to delete unwanted and old data sets before they are automatically put on tape.

Archival Storage of Automated Workpapers (Computer Tapes). Shortly, Records Management Services, will be sending to all ADP Representatives for comment draft procedures on the archival storage of automated workpapers (computer tapes). When finalized, the procedures will be incorporated into the GAO Project Manual and GAO Orders, as appropriate. Until the procedures are finalized, computer tapes containing workpaper data should remain on existing systems or in the GAO division/office which conducted the audit.

Comments on these procedures should be returned as soon as possible so that the procedures may be finalized. Should you have any problems storing data in the meantime, or have any questions regarding the draft procedures, you may contact Ethel Forbes, RMS - Records Management, on 275-6213.

COMNET Account Status Memo. ADP Administration has received good response to a memo sent to ADP Representatives in March regarding user accounts at COMNET. Each representative was asked to review current funding limits of each account, unfunded accounts accruing charges, and unused accounts still on COMNET's system. This review by 27 divisions and regional offices resulted in seventeen accounts being terminated, with a savings of approximately \$500.00 per month to GAO.

EDS Discount. ADP Administration has been working with EDS/OSD to have their 16 percent discount offered to Government customers reflected on the individual user summary invoices. Currently this discount only appears on the GAO agency-wide invoice sent to GSA. Users' invoices therefore do not accurately reflect their cost for a month, and it can be difficult for a user to keep track of costs as they accumulate. EDS has indicated that they will try to have this change in user invoices appearing in the near future.

Processing Classified Information on the Texas Instruments TI 765 Bubble Memory Terminal. The TI 765 portable memory terminal has a non-volatile memory. This means that when the equipment is turned off, data stored in the memory is not erased. If you are using a TI 765 to process classified information, the unit must be protected against unauthorized access to or disclosure of the classified information. When not in use, the unit should be locked in a secure storage area. When you have completed your project, be sure to delete all classified data from the equipment memory by following the instructions in the TI 765 users manual.

DATA LINES Index. At the back of this issue of DATA LINES you will find a cumulative index for issues 1, 2, and 3. We will update this index on a quarterly basis.

PROCESSING OF PROCUREMENT REQUESTS

by

Richard L. Brown, Director, GS&C

In order to fulfill its mission, respond to Congress, and effectively manage its operations, GAO procures a large volume of computer services and equipment, office furnishing and supplies, and many other items which are necessary for the Agency to operate effectively. In doing so, every attempt is made by this office to minimize overhead in these procurement operations without jeopardizing the effectiveness and efficiency of organizational operations and goals. While procuring these services, GAO must adhere to very specific procurement guidelines established by the Congress, the General Services Administration (GSA), and GAO internal policies.

In recent months there has been an increase in the number of unauthorized procurements by Agency personnel, which directly violates the Government's policies regarding open competition and the use of GSA schedules for purchasing. I am therefore requesting your assistance in the following areas to insure that GAO adheres to its legal and policy requirements, and to assist in the efficient processing of requests for all goods and services.

1. PROCUREMENT AUTHORIZATIONS. GAO management should make every attempt to enforce and make their staff members aware of applicable procurement guidelines. GAO Order 0625.1 (GAO Procurement Guidelines) specifies policies and procedures to be followed for all government procurements. In essence, GAO staff members may not obligate the government to procure any goods or services without prior written approval of division/office management, the appropriate BOC (Budget Object Class) official, and most times the GS&C Contracting Office. In the case of computer services, all requests must be forwarded to and approved by the ADP Administrator, OISS, who will then transmit the request to the Contracting Officer on behalf of the requesting division/office. Specifically, the order prohibits "...any government official, other than a designated 'Contracting Officer' to obligate the Government for an expenditure of funds." Purchasing actions made without the knowledge and approval of the Contracting Office may not be honored. Individuals making such commitments may be subject to being held personally liable.

2. COMPETITIVE AND OPEN PROCUREMENTS: GAO, and all other Government agencies, must adhere to established procurement philosophy and procedures. Procurements must be competitive whenever possible and we must make every attempt to purchase off of GSA schedules. We cannot "sole source" to suppliers of goods and services routinely, when there may be others in the market place who could have competed to fulfill our needs. A "sale price" and/or immediate need is not adequate justification for violating established procurement regulations and guidelines. All procurements must be coordinated with appropriate management as well as the Contracting Office. Again, individuals violating procurement guidelines may be held personally liable. To insure that proper procurement practices are maintained, I have asked to review all procurement actions which do not adhere to these established procurement guidelines.

Working closely together in these areas will result in a more efficient procurement system at GAO, and will better enable us to adhere to procurement guidelines and legislation in the future. If you have suggestions regarding any aspect of the procurement process in GAO, I would be more than happy to entertain your ideas.

CAPS (AMPS) AND CDSI REPROCUREMENTS

by

Henry Woo, ADP Administration, OISS

On September 30, 1983, the AMS and CDSI contracts expire. These contracts provide computer and programming services to support GAO's administrative computer systems such as CAPS/AMPS, Payroll, and Personnel (APAS). To ensure the continuation of these vital services until the Consolidated Administrative Management Information System (CAMIS) becomes operational, reprocurement efforts are now underway. Below is a brief overview of the existing contracts and the reprocurement effort.

AMS CONTRACT BACKGROUND

The Assignment Management and Planning System (AMPS) contract was awarded to American Management Systems, Inc. (AMS) for fiscal year 1980, with three renewal option years through fiscal year 1983. This contract provides GAO with computer time-sharing and labor services for management information needs including job management (AMPS), financial management, and legal case workload management. Computer services are provided on

AMS' DEC System 2060 computer configured to include telecommunications necessary for GAO headquarters and regional remote access, disk drives, tape drives, etc., with appropriate backup by other 2060's. Labor is provided for computer and software maintenance, operations, technical support (including user assistance, special processing, and enhancements), system documentation, and management reporting. In 1983, the AMPS system was expanded to include financial data, and the system was renamed the Central Assignment and Payables System (CAPS).

CDSI CONTRACT BACKGROUND

The contract for operation and maintenance programming services for non-CAPS administrative ADP systems was awarded to Computer Data Systems, Inc. (CDSI) for fiscal year 1981, with two renewals through fiscal year 1983. This contract provides GAO with personnel resources to operate and maintain other administrative systems such as Payroll and Personnel (APAS). The vast majority of the work consists of programming, job scheduling, and consultative assistance.

STRUCTURE OF THE PROCUREMENTS

The Requests for Proposals (RFP's) in which GAO is soliciting for replacement services are structured as follows:

Solicitation No. - In summary, this RFP solicits for computer capacity to support the Central Assignment and Payables System (CAPS), and excludes programming maintenance services other than that of the operating system residing on the contractor's computer.
OAPS-83-N-0014

Solicitation No. - In summary, this RFP solicits for labor services to support all of GAO's major administrative systems (CAPS, APAS, Payroll, etc.), in addition to providing general user support services such as a "Hotline" located at GAO.
OAPS-83-N-0013

Although GAO has issued two separate RFP's soliciting for these services, depending on the outcome of the cost and technical evaluations, GAO may award contracts to either a single or separate vendors.

STATUS OF THE PROCUREMENTS

One of the first major tasks in a procurement is the development of the Request for Proposal (RFP). The RFP, developed by the present team made up of staff members from OISS, CAMIS, Personnel, Contracts, OGC, OPP, OFM, and GAO divisions/region representatives, specifies the legal terms and the technical requirements that prospective vendors must meet. OISS began development of the RFPs for the two procurements in late 1982. In January, user representatives and technical staff met with ADP Administration to review and fine tune GAO's requirements. The review process continued into February, as did the development of benchmark programs to test each of the prospective vendors' computer systems.

March was an extremely busy month with three distinct deadlines to meet: release of the RFP for computer services, release of the RFP for labor services, and release of the benchmark script and tape for the computer services RFP. All three goals were met. The RFP for computer services was released March 3, 1983. The benchmark script and tape were finalized and ready for release to potential offerers on March 7, 1983. The RFP for labor services was released on March 22, 1983.

With both RFPs issued, and proposals now submitted by vendors, the procurement team is now busy conducting technical and cost evaluations, and benchmarking the vendor systems. The computer services proposals were submitted by vendors on May 2, and the labor services proposals were due from vendors on May 20.

The target award date for both of these contracts is mid-June. Dependent upon who wins the computer services contract, the next step will be conversion/migration of CAPS to the new vendor's facility. Since any new computer configuration proposal will probably be similar to the current configuration, moving CAPS to the new system should be slightly easier than a full conversion. If conversion is necessary, extensive testing will occur during August and September to ensure that the computer programs and data are converted correctly, and that the entire system functions properly.

We will keep you posted as we progress through the reprocurement.

CONSOLIDATED ADMINISTRATIVE MANAGEMENT INFORMATION SYSTEM:

PROJECT STATUS

by

Todd D. Weiss, CAMIS Project Manager

The Consolidated Administrative Management Information System (CAMIS), which has been a topic of much interest and discussion in GAO for the last two years, will soon be a reality. CAMIS, which will replace most of GAO's existing 18 administrative systems, will come online in six releases beginning July 1984. CAMIS is divided into 18 functions encompassing most of GAO's information needs in the areas of financial, assignment, and personnel management. The six releases group these 18 functions into packages that offer the lowest risk to GAO in terms of user acceptance, training, parallel operations and disruption of operations.

The dates of the six releases and the functions covered in each are as follows:

July 1, 1984	Ledger Posting, Accrued Expenditures, Commitments and Obligations, Property Accounting, Budgeting and General Requirements,
October 1, 1984	Travel and Financial Reporting,
February 1, 1985	Personnel Services and Training,
June 1, 1985	Time and Attendance, and Payroll,
October 1, 1985	Assignment, Staff Year, and Human Resources,
January 1, 1986	Cost Accounting, Receivables and Collections, and Staffing and Recruiting.

GAO's CAMIS Project Team is responsible for working with the contractor, Boeing Computer Services, to assure that the CAMIS system meets the needs of GAO, is designed and operated effectively, meets legal and procedural requirements of the Agency, and is introduced to and operated by GAO staff in the most painless way possible. The Project Team, composed of 13 staff members from various GAO organizations and with various areas of expertise is responsible to the GAO Automated Information Systems Steering Committee (AISSC) and the Assistant Comptroller General for Operations for the design and implementation of CAMIS.

The Camis Team encourages input from the eventual CAMIS users at all levels and from all organizations within GAO. The team is located in Room 6031 in the GAO headquarters building, and can be reached on 275-4825. Any questions regarding CAMIS should be addressed to:

Lou Paulson - Assistant to the Automated
Information Systems Steering
Committee (AISSC)
Todd Weiss - CAMIS Project Manager
John Mari - Assignment Management Team Leader
Ray Bulvin - Financial Management Team Leader
Rich Leland - Personnel Management Team Leader
Eric Reichley - General Requirements/Integration
Team Leader

CAPS REPORTS DEVELOPMENTS

by

John Merryman, CAPS Coordinator

The REPORT Subsystem, which enables CAPS (Central Assignment and Payables System) users to run reports in non-prime computer time, became operational March 9, 1983. As a result of user comments regarding the system, an expanded and updated version of the REPORT Subsystem User's Manual was sent to GAO CAPS Coordinators in each division/office in April. The enlarged manual contains:

- More examples of running reports, particularly J1's;
- More extensive information on creating control files, with actual samples;
- New appendices on how to read a LOG file, a listing of USERLB reports, and a listing of production reports and their associated driving databases.

Based on user suggestions, the default time of the REPORT Subsystem has been lengthened to one hour; this will allow users to string a number of programs together in one control file, and may also eliminate the need to use the SUBMIT command.

Regarding the SUBMIT command, the easiest way to run reports is the REPORT Subsystem; the report program will automatically run overnight and be available the next day to print out. The only time users may require the SUBMIT option is when they want

reports to run after posting is completed on a T&A weekend, in which case, they should specify the time the reports are to run. A good time to specify is noon on Sunday, since all T&A posting is complete by that time. Users are advised against SUBMITTING their reports to run Sunday night, as the AMS computer is scheduled for maintenance Sunday night from midnight to 6:00 AM, and the job may be delayed.

With the 'automatic reports' capacity on CAPS, which became operational at the end of April, users may select what schedule their reports are to be produced on -- either biweekly, monthly, quarterly, semiannually, or annually. Once the user identifies the program prompts, and inputs the prompts into the Automatic Reports Subsystem, the reports

- will be run on the regular basis, determined by the user;
- will be updated on a biweekly or other designated basis without user interface;
- may be printed at AMS and delivered to the user via courier through the CAPS Hotline; this does away with the time and labor necessary for the user to print out his own reports;
- will be automatically submitted when posting is complete. The user need not specify a run time for T&A weekends -- the Automatic Reports Subsystem will submit the job only after database updating and posting is completed.

A manual explaining the details of the automatic reports option was distributed in late April. Users not receiving a copy should contact the CAPS Hotline, 633-0710.

NEW CAPS EMAIL CAPABILITY

by

John Merryman, CAPS Coordinator

An additional capability is now available for your use when sending EMAIL messages to ADP Representatives through CAPS (Central Assignment and Payables System). This additional capability -- specifically, a new EMAIL file -- will:

- facilitate communications in the Agency's ADP community,
- allow ADP Administration, OISS to send messages to all ADP Representatives simultaneously, both in headquarters and the regional offices,
- provide ADP Representatives with a means to send global messages to fellow ADP Representatives.

The name of the new file is ADPREP.MAIL. To access the file when sending messages from your user area, log into EMAIL send mode, and follow the /To:/ prompt with

@USERLB:ADPREP.MAIL

This will direct your message to those divisions and offices having ADP Representatives, a listing of which follows. Since the system has been designed to send the message to the division/office centrally, you must remember to indicate in the body of the message who it is addressed to, i.e.:

TO: ADP REPRESENTATIVES
FR: TAG MANAGER SFRO

If you wish to append the distribution statement to your message, use the routine command for adding a file, which is a Control-B (^B), followed by the file name USERLB:ADP.LIST -- this adds the listing, as seen below, to your EMAIL message.

All divisions/offices/regions should make certain that their EMAIL is read on a regular basis. If you require additional information on EMAIL, contact your CAPS/AMPS Coordinator, or the CAPS Hotline, 633-0710. The Hotline can provide EMAIL training. Due to our increasing use of CAPS disk storage, users are reminded to delete unneeded messages from their EMAIL directories.

ADP REPRESENTATIVES (DISTRIBUTION)

ACG-OPER	J. Campbell	OB	B. Lowe
AFMD	B. Rosen	OCG	L. Paulson
CAMIS	T. Young	OFM	G. Daugherty
CRO	B. Harris	OGC	R. Byle
FPCD	J. Goral	OIR	D. Childress
GGD	P. Thomas	OISS	L. Bahlman
HRD	M. Donahue	OOHD	B. Wanschura
ID	B. Spivak	OPP	C. Michewicz
IPE	B. Thompson	PAD	L. Fernheimer
IRM	S. Ritornato	PERS	D. Phillips
MASAD	R. Lavallee	PLRD	N. Holmes
OAPS	M. Andrews	RCED	E. Kratzer
			D. Soranno
ATLANTA	G. Wright	LA	F. Gallegos
BOSTON	B. Reis	NORFOLK	D. Ingram
CHICAGO	R. Balciunas	NEW YORK	B. Williams
CINCINNATTI	J. Meissner	PHILADELPHIA	B. Schmanke
DALLAS	D. Irvin	SEATTLE	S. Jue
DENVER	M. Commons	SFRO	S. Ruesel
DETROIT	F. Farkas	WASH. DC	D. Mathias
KANSAS CITY	D. Massier		

OISS MICRODATA MINICOMPUTER PROCESSING PROCEDURES

by Scott Bonta, ADP Administration - OISS

ADP Administration, OISS, is responsible for the overall management of the Computer Data Systems, Inc. (CDSI) contract to provide systems analysis, programming, and data technician services associated with the operation and maintenance of GAO's administrative ADP systems (non-CAPS). A major task of the contract is to operate the OISS minicomputer facility which contains the Four Phase and Microdata minicomputers. The Four Phase System IV/90 minicomputers are used for data entry, transmission and retrieval of output for the TAMPS, Personnel, Claims, and OGC Correspondence Control systems. The Microdata Royale 4.1 minicomputer is used to support selected administrative applications, such as the ADP Funds Accounting and Control System (AFACS), the GAO Invoice Tracking System (OFM), and the Personnel Retirement System.

The Microdata system's capacity is limited to approximately 58,000 "frames". GAO's current applications, accounts, and files consume approximately 53,000 of the frame capacity, leaving only 5,000 frames available to logon, process data, print reports, etc. The system lacks the capacity to respond to additional growth, and to support additional administrative applications. OISS is currently in the process of investigating alternative arrangements for part or all of the Microdata processing applications.

At the beginning of 1983, GAO experienced a number of problems with the Microdata minicomputer that resulted in inconveniences to the Microdata user community. The minicomputer was often "down" due to both hardware and software problems, caused by a variety of factors including disk pack errors, group format errors, system overloading, and most importantly, the running of large, CPU-intensive reports during prime-time hours (8:00 a.m. to 4:00 p.m.).

On January 25, 1983, ADP Administration met with all Microdata users to discuss the situation and to propose immediate solutions that would reduce the amount of system downtime. The following actions were taken by ADP Administration and the Microdata users to resolve these problems:

- o Microdata users agreed to (1) periodically examine their files/accounts to determine if any unused files could be deleted to increase system capacity, and (2) reallocate existing files where feasible to increase system efficiency.
- o Use of the single Microdata telecommunications modem would be scheduled in advance.
- o Control procedures were implemented for the printing of all reports on the Microdata system. Specifically, users were requested to adhere to the following guidelines:
 1. All users, regardless of the size of their print job, are to call the OISS computer room, 275-6126, prior to executing their print job. The user is asked to describe the size of their print job, and the operator then checks the system to ensure that there is enough computer space to execute the user's job.
 2. If there is space available, the user is notified that they have clearance to run the job from their individual, "hard wired" terminal. Users normally receive immediate clearance to print small reports, control pages, etc.

3. If sufficient space is not available, the user is asked to delay running the job, or is asked to come to the computer room and submit a Microdata printing request form. Microdata print jobs will be processed by the operators in the order received, as soon as it is determined that there is adequate available space.
4. The computer room operators notify the user by phone when their print job has been completed.
5. All large reports/jobs will be run by the computer room operators in non-prime time (after 4:00 p.m.). Users should follow the same procedures (completing the Microdata request form) in order for the operators to process requests during non-prime time.

The implementation of these measures, and the cooperation of the Microdata users, has resulted in the elimination of significant downtime on the Microdata system. The continued cooperation of all users of the Microdata minicomputer is encouraged and appreciated. If there are any questions or suggestions regarding the OISS minicomputer facility, or the operation of the Microdata minicomputer, please call Scott Bonta, ADP Administration, 275-6126.

INSTALLATION AND RELOCATION OF ADP EQUIPMENT

by

Shirley V. Williams, ADP Administration, OISS

The procedures followed when receiving, installing, and relocating ADP equipment may affect vendor or manufacturer's warranties on the equipment, and possibly subject the Agency to unnecessary repair or replacement charges. Following are some recommended guidelines to be followed when installing or relocating ADP equipment.

Installation of Purchased and Leased **Non-Portable** ADP Equipment

Non-portable ADP equipment is defined as equipment which must generally be connected to various other ADP devices such as a terminal, CRT, modem, printer, etc. For purchased and leased ADP equipment, some vendors will not honor warranties if the purchaser/lessor unpacks, installs, or connects this equipment. In these cases GAO may be liable for repair charges and the user may encounter delays in utilizing the equipment. Therefore, upon receipt of non-portable ADP equipment, the user should:

- contact the vendor directly to make arrangements for the installation of equipment; or
- contact ADP Administration on 275-6126 to obtain assistance in making installation arrangements. Upon receipt of all equipment, please send a copy of the packing slip to

Shirley Williams
U.S. General Accounting Office
ADP Administration, OISS
441 G Street N.W., Room 4131
Washington, DC 20548

Installation of Purchased and Leased **Portable** Equipment

Portable ADP equipment is defined as "stand-alone" equipment which, in general, does not require connection to other ADP devices, and which was intended by the vendor to be "portable". Users may install purchased or leased equipment that is portable without contacting the vendor or ADP Administration for assistance. However, users should notify ADP Administration of receipt of the equipment. In addition, a copy of the packing slip should be mailed to the above address.

Relocation of **Non-Portable** ADP Equipment

If you have a computer terminal or other ADP equipment which you would like to relocate, it is not simply a matter of pulling the plug and moving it elsewhere. Again, vendors may not honor warranties if the purchaser/lessor relocates a piece of equipment without contacting the vendor first. Also, for control purposes, ADP Administration must be constantly aware of the location of all ADP equipment (terminals, printers, modems, etc.) both leased and owned.

If you need to have some non-portable ADP equipment (leased or owned) moved, please submit a GAO Form 557 to ADP Administration, specifying:

- make, model, and serial number of the equipment to be moved,
- current location,
- location where you would like the equipment moved, and
- required installation deadline.

ADP SECURITY CONSIDERATIONS

by

David A. Dittmeier,
Manager, Information & Personnel Security Branch,
Office of Security and Safety

The processing of classified information on automated systems involves special security precautions not normally considered when such information is in hard copy form. In addition to providing physical protection for the equipment and controlling access to the information, the user must also take certain other security precautions.

All electronic equipment emits extraneous electromagnetic energy. The extraneous energies are referred to as compromising emanations. TEMPEST is the short, unclassified name which has been given to the investigation, study, and control of these emanations. Also, digital switching in an automated system causes signals to emanate in all directions. Unique signals in a word processor are radiated when an operator strikes each key. If the data being processed is classified, a potential security compromise exists.

Laboratory and field tests have established that such compromising signals can be propagated through space and along nearby conductors and/or circuits. The interceptability, propagation ranges, and analysis of such emanations are affected by a variety of factors, e.g. the functional design of the information processing equipment, and its installation and environmental conditions related to physical security and ambient noise.

The measures required to protect such equipment, and the information to be processed, involve the application of varied protective means. The most effective and secure method of providing protection against compromising emanations is to utilize TEMPEST-approved equipment. The National Security Agency (NSA), which oversees the Federal government's TEMPEST program, tests and approves such equipment. The GAO is acquiring TEMPEST-approved MICOMS, which will be distributed to those organizations and locales which have the highest volume of classified work.

Until such time as other TEMPEST-approved ADP equipment is available, certain administrative and procedural safeguards can be instituted to protect the data being processed. These controls, which are to be approved by the Director, OSS, are to include, but not be limited to the following:

1. Placing the equipment as near to the center of the building as practical.
2. Not placing the equipment near windows, exterior walls, or interior corridors.
3. Controlling access to the area where the machine is located to prevent inadvertent exposure to the material by unauthorized persons.
4. Removal or disconnecting of telephones that are within three meters (10 feet) of the equipment.
5. Disk packs, floppy diskettes, tapes, and ribbons containing classified information must be safeguarded in accordance with prescribed regulations. GAO Order 0930.1, Information Security Program, delineates these requirements.
6. Disk packs, floppy diskettes, tapes, and ribbons used for processing and storage of classified information may be erased and reused, but only for classified information.
7. When concluding use of the equipment, the disk packs, floppy diskettes, tapes, and print ribbons must be removed and properly safeguarded. Also, to ensure that no classified data remains in the equipment's memory (if the unit has a volatile memory), or on the screen, the equipment should be completely turned off. For equipment with a non-volatile memory (memory is not erased when power is turned off), manufacturer's instructions for erasing memory must be followed to ensure that no classified information is retained in the memory when the equipment is not in use.
8. The electronic transmission of classified information shall be effected only by authorized cryptographic system or via approved secure circuits which meet national security standards.

The above guidelines were set forth in an August 24, 1982 memorandum to the heads of divisions/offices/regions, and will be included in a soon-to-be issued GAO directive entitled Emanations Security.

Any questions regarding the use of automated systems to process classified information should be directed to the Office of Security and Safety (OSS) on (FTS) 275-4700.

NEW INFORMATION TECHNOLOGY IN GAO

(Reprinted from GAO MANAGEMENT NEWS, April 4, 1983)

The April 4 issue of GAO MANAGEMENT NEWS contained a status report on new information technology in GAO. DATA LINES presents a reprint of the article for those of you who might have missed it.

ELECTRONIC WORK STATIONS

After initial experimentation in two regions, GAO last year began installing electronic work stations on a limited scale in all divisions and regions. The stations offer the audit staff a range of analytic functions and permit those functions to be carried out in conjunction with word processing and a GAO-wide communications network.

Typically, the electronic work station includes a Philips MICOM microprocessor; various input devices such as a type-reader (also known as an optical character reader or OCR), bubble-memory terminals for on-site or remote data entry, a "modem" which is used with leased telephone lines for communication with similar stations or with microcomputers in use elsewhere in GAO or to gain access to computerized data bases; a high-speed printer; and the necessary software to support all the basic MICOM functions.

All divisions and regions now have administrative MICOMS and at least one professional machine. Training has been provided for executives, managers, and staff throughout the organization. GAO plans to continue installing electronic work stations in the regions and divisions and, over the short run at least, to use the Philips MICOMS as the "corporate" machine for word processing, communications, and certain analytic functions.

MICROCOMPUTERS

As an adjunct to electronic work stations, GAO plans to test and eventually acquire an inventory of small "personal" computers to complement and supplement the Philips MICOMS. Relatively inexpensive portable or desk-top computers offer an impressive array of applications software and can provide a logical extension of the MICOM network to GAO auditors and evaluators.

For testing purposes, GAO is acquiring a sample of microcomputers from different manufacturers along with various software packages which may be useful in the GAO audit environment. Five regions--Atlanta, Dallas, Detroit, Los Angeles, and San Francisco, and five divisions--AFMD, GGD, HRD, MASAD, and RCED--are participating in a year-long test to help GAO determine its overall requirements and specifications for small computers. (For more information on GAO's plans for small computers, see "Standards and Guidance for Acquisition of Small Computers," now being distributed to all GAO units.) (DATA LINES Editors note - this publication is available from Jim Campbell, Office of the Assistant Comptroller General for Operations, Room 7800)

TELECOMMUNICATIONS STUDY

To tie together the equipment and people at various places in GAO through the latest telecommunications technology, a study group has been formed to look at GAO's telecommunications needs over the long run. Frank Fee, Assistant Comptroller General for Operations, has directed GS&C Director Dick Brown to conduct an in depth study of GAO's total telecommunication needs. The study is tentatively defined as broad in scope and will address data, voice, and video communications for the short-term as well as over the next five to ten years.

CAMIS

GAO continues its effort to consolidate its various administrative and management information systems into one system -- CAMIS. Users throughout the organization have reviewed the conceptual design of the system and last week, the CAMIS project staff met with GAO's Automated Information Systems Steering Committee to obtain approval for developing the CAMIS detailed design. The first segment of CAMIS--the financial management component--is scheduled to go into operation in July 1984. Other segments for personnel and assignment management are to follow.

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